


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Medical and Forensics</u> STATEMENT NUMBER <u>581.00</u>
SUBJECT: PHARMACY – MEDICATION DELIVERY SYSTEM	EFFECTIVE DATE <u>03/26/2025</u>
PROPOSER: <u>Paula Mattis, Director</u> <i>Name/Title</i> <u>Medical/Forensic Services 603-271-3707</u> <i>Office Phone #</i>	REVIEW DATE <u>03/26/2028</u> SUPERSEDES PPD# <u>6.49</u> DATED <u>11/15/2001</u>
ISSUING OFFICER:  <u>HELEN E. HANKS, COMMISSIONER</u>	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

(a) **PURPOSE:**

The purpose of this policy is to provide guidance to all staff assigned duties involving the delivery of medications to inmates.

(b) **APPLICABILITY:**

This policy applies to:

- (1) All security, nursing, and pharmacy staff.

(c) **POLICY:**

- (1) It is the policy of the NH Department of Corrections (NHDOC) to ensure that all medications ordered by NHDOC providers be accounted for and distributed in a timely manner to inmates and patients.

(d) **PROCEDURES:**

- (1) Pick-up/Drop Off for Locked Medication Bags:

- a. **New Hampshire State Prison for Men (NHSPM):**

1. Housing unit designated officer will pick up and drop off pharmaceuticals for their respective units at the mail hook for that unit. Filled bags will be delivered to the mail hook prior to 1400 Monday through Friday. Pharmacy will pick up the returned bag the following business day after 0900.
2. Pill line medications will be delivered to the unit by pharmacy or in the locked pharmacy bag.

- b. **New Hampshire Correctional Facility for Women (NHCFW):**

1. A messenger service will pick up the locked medication bag from Pharmacy at the Concord Facility and deliver it to the locked cabinet by Central Control at NHCFW.

2. The health service staff will retrieve the bag and store or distribute the medication according to the procedures outlined in this policy.
3. The health services staff will return the bag to the locked cabinet before 1200 the following day.
- c. Northern New Hampshire Correctional Facility (NNHCF):
 1. A messenger service will pick up the locked medication bag from the Pharmacy and deliver it to the locked cabinet by Central Control at NNHCF.
 2. The health service staff will retrieve the bag and store or distribute the medication according to the procedures outlined in this policy.
 3. Housing Unit OIC's will receive pharmaceuticals from health services staff and ensure that the prescriptions are delivered to the inmate according to the procedure outlined in this PPD.
 4. The OIC will drop off any return items for the pharmacy to health services staff who will return the bag to the locked cabinet before 1200 the following day.
- d. Division of Rehabilitative Services (DRS):
 1. Prescriptions are picked up at the Pharmacy by officers assigned to the Transitional Work Center (TWC) and the North End House each day and delivered to the inmate according to the procedures outlined in this PPD.
 2. All medication picked up or received will be signed for on the Pharmacy Log located in the Pharmacy.
 3. A messenger service will pick up locked medication bag(s) at the pharmacy and deliver them to Shea Farm and Calumet House.
- e. Secure Psychiatric Unit (SPU):
 1. A Secure Psychiatric Unit Officer will pick up and drop off a locked pharmacy bag for the Secure Psychiatric Unit at 1300. All medication picked up or received will be signed for on the Pharmacy Log located in the Pharmacy.
- f. Return to Pharmacy:
 1. Items returned to pharmacy shall have clear documentation for the reason of return.
- (2) **Delivery of Medication by Corrections Officers:**
 - a. Pill Line Delivery – NHSPM:
 1. Unit OICs will ensure that an officer is present outside the control rooms with the specific duties assigned as a medication officer for medication calls.
 2. Only the inmate to receive the medications will be allowed outside the control room within ten (10) feet of the medication officer. The inmate should bring water if not available at med call.
 3. Officer will confirm the name of inmate, inmate number, medication, date, and call time.
 4. The delivering officer will then give the inmate the packet or blister card and allow the inmate to self-administer the medication, observing that the inmate follows the directions on the label. The inmate must swallow the medication before leaving the area.
 5. Patient information is to be disposed of properly and untaken medication is to be placed in the provided locking pharmacy box.
 - b. Pill Line Delivery – DRS Houses:
 1. Unit OICs will ensure that an officer is present with the specific duties assigned as a medication officer for medication calls.
 2. Only the inmate to receive the medications will be within ten (10) feet of the medication officer. The inmate should bring water if not available at med call.
 3. Officer will confirm the name of inmate, inmate number, medication, date, and call time.

4. The delivering officer will then give the inmate the packet or blister card and allow the inmate to self-administer the medication, observing that the inmate follows the directions on the label. The inmate must swallow the medication before leaving the area.
 5. Patient information is to be disposed of properly and untaken medication is to be returned to the pharmacy in the locked pharmacy courier bag daily.
- c. Keep on Person Delivery – NHSPM:
1. Keep on person medications will be distributed to the units in the locked pharmacy bags hung on the mail hook for each unit by the captain’s office prior to 1400 M-F.
 2. Officers will retrieve the bag from the hook and deliver KOP medications to the unit.
 3. The bag is to be returned to the hook prior to the next business day.
 4. Officers will read the package to confirm the right name and ID number of the inmate before delivery.
 5. The inmate must sign the Inmate Self-medication Receipt (Attachment 1) and return the slip to the officer for return to the pharmacy in the locked pharmacy courier bag daily.
- d. Keep on Person Delivery – NNHCF:
1. Keep on person medications will be distributed to the officers by health services staff and brought to the housing office for resident pickup.
 2. Officers will read the package to confirm the right name and ID number of the inmate before delivery.
 3. The inmate must sign the Inmate Self-medication Receipt (Attachment 1) and return the slip for return to the pharmacy in the locked pharmacy courier bag daily.
- e. Keep on Person Delivery – NHCFW:
1. Keep on person medications will be distributed by health services staff.
 2. Health services staff will read the package to confirm the right name and ID number of the inmate before delivery.
 3. The inmate must sign the Inmate Self-medication Receipt (Attachment 1) and return the slip for return to the pharmacy in the locked pharmacy courier bag daily.
- f. Keep on Person Delivery – DRS:
1. Keep on person medications will be delivered to the officers by messenger or picked up in a locked pharmacy bag.
 2. Officers will read the package to confirm the right name and ID number of the inmate before delivery.
 3. The inmate must sign the Inmate Self-medication Receipt (Attachment 1) and return the slip to the officer for return to the pharmacy daily in the locked pharmacy courier bag.
- (3) Errors:
- a. Any errors in the medications being distributed or found in the unit will be promptly reported via incident report.
- (4) Abuse:
- a. Any inmate abusing their medication or not following the above procedures will receive a major disciplinary and may be subject to discontinuance of any medication as determined by the prescribing provider.

REFERENCES:

Standards for Health Services in Prisons—P-D-02
National Commission on Correctional Health Care 2018

Standards for Mental Health Services in Correctional Facilities—MH-D-02
National Commission on Correctional Health Care 2015